

**ATTACHMENT 30 – SOP-SIII.05: STANDARD OPERATING PROCEDURE FOR HAZARDOUS
MATERIALS INCIDENTS (1.25.08)**

Doc Library

Main Topic

Randy Schulley/OES
01/25/2008 04:43 PM

Subject: Hazardous Materials
Category: 5. Hazardous Material

Originator

Randy
Schulley/OES

Reviewers

Randy
Schulley/OES

Review
Options

Type of
review:

One reviewer at a time

Time Limit
Options:

No time limit for each review

Notify
originator
after:

final reviewer

SECTION III SOP-SIII.05
02/13/2008

HAZARDOUS MATERIAL INCIDENTS

References:

- (1) California Hazardous Material Incident Contingency Plan
- (2) Oil Spill Contingency Plan, State of California
- (3) SB 497
- (4) AB 1935
- (5) CA Water Code 13271
- (6) CA Code of Regulations 2250

The Office of Emergency Services Warning Center is the State Notification Point for the receipt of all Hazardous Material Incident Reports. Reports are received from such sources as county and city government agencies, other state agencies, industry, transportation and pipeline companies, oil production companies, refineries, railroads, and private citizens.

Because of the heavy oil production and refinery activities, the wide range of chemicals produced by and used in California industry, the resulting transportation and storage activities, and the disposal of the residue or waste from their use, we are subject to frequent spills or other incidents concerning these materials. Most of these incidents are small or of little consequence; however, a significant number do pose a threat to the environment or human health and property. Therefore, it is important that the Emergency Notification Controller (ENC) understand the potential hazard associated with chemical spills and carefully consider the possible impact of each incident when preparing to relay the information to action agencies.

The California Highway Patrol is responsible for management of all incidents occurring on unincorporated roads or freeways over which they have primary jurisdiction; OES is responsible for receiving reports and making notification of spills that occur in all other areas. The OES ENC will assist CHP in making notifications when requested or at any time during a serious incident when there is any question as to the proper notification of all interested parties or agencies.

GENERAL INFORMATION:

For quick reference information regarding poison or toxics.

1. California Poison Center/Toxics Information 24 Hr: (800) 876-4766
2. CHEMTREC: (800) 424-9300

Major Spills: A spill is considered to be "major" when it meets one or more of the following criteria:

- (a.) A release that involves **evacuations, fire or explosion, or HazMat Mutual Aid.**
- (b.) Any **train derailment** that results in a release or threatened release, Fire & Rescue Mutual Aid, or entrapment of crew or passengers.
- (c.) Any unique incident that could involve Urban Search & Rescue (USAR) resources, Mutual Aid, or response to a building collapse, excavation or trench collapse, flooding or swift-water events.
- (d.) Multi-casual incidents (e.g.; multiple vehicle accidents, waterslide collapse, etc).
- (e.) Downed aircraft involving any of the above situations.
- (f.) A release that causes, or can potentially cause, major **illness, injuries, or fatalities.**
- (g.) A release that has impacted or threatens to impact environmentally, economically, and/or culturally **sensitive areas**, if known.
- (h.) A release that results in a disruption to **lifeline systems** (e.g.; transportation or utilities).
- (i.) A release that results in, or has the potential to result in, significant **media coverage.**
- (j.) A release of **petroleum product** greater than 1 barrel or has the potential to be greater than 1 barrel from a vessel, facility, pipeline, truck, or railway which impacts or has the potential to impact water resources.
- (k.) A release that involves **multiple jurisdictional boundaries.**
- (l.) Any incident that involves **federal participation** or support, or results in notification to the Warning Center from the **USEPA**, stating that they plan to or have already mobilized their resources to a HazMat emergency response (not "clean-up").
- (m.) Activation of the Regional Emergency Operation Center (**REOC**), State Operation Center (**SOC**), and/or the Department of Fish & Game/Office of Spill Prevention & Response (**DFG/OSPR**) Operations Center for oil spills.
- (n.) A release that results in a vapor cloud.

The criteria outlined above are applicable to all spills of sewage, oil, hazardous and radioactive materials, and should be used only as a **guideline**. When reviewing the spill report information, OES staff should also use their **best professional judgment** based on their knowledge and experience to determine whether or not a spill is "major".

OES Internal Notifications: Duty Officers (RDO, EDO, FDO) Notify verbally and of MAJOR SPILLS. The OES Fire Duty Officer (**FDO**) will make internal notifications to OES Hazmat Staff.

Notify verbally (depending on severity) and via fax (always), all spills to the following agencies as well: **USFWS, CAL/DTSC and ADMINISTRATIVE AGENCIES/CUPA.**

As a general guideline, any incident that has serious, or potential, threat to the environment, waterways, or drinking water areas, require verbal notification as well as fax notification.

All ENC's should be aware that notifications need to be made expeditiously; however there are no time lines, unless stipulated below by a specific agency.

42 gallons = 1 barrel.

WARNING CONTROLLER PROCEDURES:

1. Receive Report; copy information to a Hazardous Materials Spill Report form; get all information requested on the form such as; reporting party, responsible party, contact information, quantity spilled, location, description of what happened, containment status, and cleanup status:
 - (a). Fill out Spill Report Form from top to bottom and get all information available.
 - (b). If a waterway is involved, fax and verbal notifications will be necessary.
2. After reviewing information received, establish priority for notifications with significance or potential impact of the spill and ongoing Warning Center activities. Any incident that meets specific criteria, size, etc. will be faxed and verbal notifications may be required to the agencies below.
3. **SEWAGE RELEASES INTO A WATERWAY:**
 - a) **1,000 gallons** or greater or an unknown amount of Sewage into a Waterway (Reference CA Water Code 13271, CA Code of Regulations 2250)
When a sewage spill in a waterway (including wet or dry storm drains) of at least 1,000 gallons or an unknown amount is reported to the CSWC, CSWC will complete a Hazardous Spill Report and **verbally notify** the following:
 - 1) **Office of Spill Prevention and Response (OSPR).**
During business hours (0700-1600) contact OSPR Headquarters to confirm receipt of fax:
 - 2) **OSPR HQ (916) 341-6957.** (business hours)
 - 3) **NORCOM 24 Hour Dispatch** (after hours):
Phone: (916) 358-1300 Fax: (916) 358-2029
 - 4) **Regional Water Quality Control Board.** See See the Hazmat Substance Reporting binder for phone numbers for the affected RWQCB.
 - 5) **County Health Department.**** See See the Hazmat Substance Reporting binder for phone numbers for Water Sewage Spill Points of Contact chart.
 - 6) **County Environmental Health.**** See See the Hazmat Substance Reporting binder for phone numbers for Water Sewage Spill Points of Contact chart.

****NOTE: The PSAP may be the after hours contact, and in some cases, the business hours contact for County Health and County Environmental Health.**
 - b) **10,000 gallons** or greater or an Unknown Amount into a Waterway, the CSWC will also **verbally notify:**
 - 1) Follow notification procedures in 3a
 - 2) County Public Safety Answering Point (PSAP) in the county of occurrence
 - 3) Downstream County Public Safety Answering Point (PSAP) or
if in the ocean notify adjacent county PSAP's (1-north and 1-south) or
if in a bay area, then notify all counties surrounding the bay.
 - 4) Notify EDO and appropriate Regional Duty Officer.
 - c) **Any Amount** of sewage into a known drinking water source or an environmentally sensitive area such as a wetlands or shellfish area, CSWC will also **verbally notify:**
 - 1) CA Department of Public Health (CDPH) Duty Officer
 - 2) Follow notification procedures in 3a if 1,000 to 9,999 gallons
 - 3) Follow notification procedures in 3a and 3b if 10,000 gallons or greater
4. **CERTIFIED UNIFIED PROTECTION AGENCIES (CUPA):** Major incidents and major spills will be verbally reported as well as faxed. See CUPA list in Hazmat SOP Binder. **NOTE:** The CUPA is programmed in the fax machine with the with the Regional Water Quality Control Board group.
5. **COUNTY PUBLIC SAFETY ANSWERING POINT (PSAP):**
 - (a) Notify, verbally and via fax, evacuation is necessary.
 - (b) Petroleum based spills of 1 barrel or the potential release of 1 barrel or more in water, notify verbally and via fax,
 - (1) The affected county PSAP and one adjoining PSAP north and south for ocean spills.
 - (2) The affected county PSAP and one county downstream for river or stream spills.

- (3) For spills in a bay area, notify all surrounding county PSAP's.
For example; San Francisco Bay, notify: Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, Sonoma, and the County and City of San Francisco.
(c) Any other spill/incident considered "Major" (see description for Major Spill above).

6. Notify **CHP** or **USCG** if their area of interest is involved and they have not been notified.
CHP: Notify if a highway or freeway has been impacted.
USCG: Notify if navigable waterway has been impacted.
7. **OES FIRE DUTY OFFICER (FDO): Verbally notify in the following events in addition to normal fire mutual aid.**
(a.) Major hazardous material events involving evacuations, involving fire or explosion, or any HAZMAT Mutual Aid
(b.) Train derailments involving any Fire & Rescue Mutual Aid, Hazmat, or entrapment of crew or passengers
(c.) Any unique incident that could involve USAR resources, Mutual Aid, or response to a building collapse, excavation or trench collapse, flooding or swift-water events.
(d.) Multi-casualty Incidents – Multiple vehicle accidents (fog/dust storm), or bus accidents.
(e.) Downed aircraft involving any of the above situations.

* **NOTE: FDO will make internal notifications to OES Hazmat Staff.**

8. UNITED STATES COAST GUARD (USCG):

Notify **VERBALLY** and via fax of spills that involve navigable waterways. If the caller has not notified the NRC advise the caller to call and provide the number: **(800) 424-8802**. If the report has been called into the NRC obtain the report number and it will not be necessary to call Coast Guard. If the NRC has not been called, call the appropriate MSO Office below:

San Francisco Marine Safety Office.

24 Hr: (415) 399-3547 // Alt# 415-399-3417

Los Angeles, Long Beach Marine Safety Office.

24 Hr: (310) 521-3805

San Diego Marine Safety Office

24 Hr: (619) 278-7031 // Alt# (619) 278-7033

9. DEPT OF FISH AND GAME/ OFFICE OF SPILL PREVENTION & RESPONSE (OSPR) -

Make notifications of any spill regardless of size affecting any waterway, or has a potential of impacting any waterway, such as a storm drain. Notifications in this case, require both fax and verbal notifications. Fax all spills to OSPR Dispatch Center. The OSPR Dispatch has assumed the responsibility for all further dissemination internal to DFG/OSPR.

During business hours (0700-1600) contact OSPR Headquarters to confirm receipt of fax:

OSPR HQ (916) 341-6957. (business hours)

NORCOM 24 Hour Dispatch (after hours):

Phone: (916) 358-1300 Fax: (916) 358-2029

10. STATE PARKS: Notify of any spill involving the California coastline.

This includes any (or potential) natural seepage or tar ball reports.

For INLAND spills notify if known spill is within State Parks jurisdiction.

Petroleum Spills over 1 bbl. follow up verbally to:

NORCOM 24 Hour Dispatch (916) 358-1300

Fax all spills to (916) 358-0330

Note: State Parks Northern Communications (NORCOM) dispatches for State Parks, Fish & Game, and after hours for OSPR.

11. EPA: Incidents that do not meet below parameters require fax only. Incidents that meet the below parameters require fax AND verbal notification:

- (a.) Any amount of petroleum product or mineral oil that enters or has the potential to enter an inland waterway.
- (b.) An amount greater than 1 bbl of petroleum product or mineral oil that enters or has the potential to enter a coastal waterway.
- (c.) Any train derailment.
- (d.) Any event which may cause media coverage.

EPA San Francisco 24 Hr Spill Phone: (415) 947 4440 or (415) 227-9500.

12. DEPT OF HEALTH SERVICES:

Notify VERBALLY and via fax of spills that cause a **HEALTH HAZARD** and/or enters any **drinking waterways or potential drinking waterways** (includes sewage), shell fish area, radiological events or large evacuations. See DHS map for shell fish area. If unable to contact the DHS Duty Officer, verbally contact Steve Sasson. (See DOH Duty Officer Schedule in DOH Book).

The following are shell fish areas:

- (a) *Humboldt Bay, Humboldt County*
- (b) *Tomales Bay, Marin County*
- (c) *Drakes Estero, Marin County*
- (d) *Offshore San Francisco*
- (e) *Morro Bay, San Luis Obispo County*
- (f) *Santa Barbara Channel, Santa Barbara County*
- (g) *Santa Catalina Channel, Orange County*
- (h) *Agura Hedlona Lagoon, Carlsbad, San Diego County*

13. REGIONAL WATER QUALITY CONTROL BOARD:

Make notifications of any spill regardless of size affecting any waterway, or has a potential of impacting any waterway, such as a storm drain. Notifications in this case, require both fax and verbal notifications - See list in back of Hazmat SOP Binder.

NOTE: RWQCB One (1) has a D.O. pager that will be used to contact them.

14. STATE LANDS:

Fax all spills in navigable waters, coastal area, harbor, or if off shore rig or platform are involved or have a potential of being involved, such as a storm drain. This includes any (or potential) natural seepage or tar ball reports.

**** Verbal notifications apply to the following spills:**

- (a.) Spills of any size at or near a **marine facility**.
- (b.) Spills of **1 barrel** or more in water.
- (c.) Spills whose quantity or water involvement is unknown and that have the potential to spill more than one barrel into State waters.

BUSINESS HOURS: (562) 590-5201 FAX: 562-590-5215

AFTER HOURS: (562) 497-0859

Cell # (562) 577-9803 (use only if 24 hour phone is down)

15. US FISH AND WILDLIFE SERVICE:

Notify of any oil or hazardous waste spill that can be a threat to:

- (a.) Migratory birds
- (b.) Freshwater & anadromous fish
- (c.) Threatened and endangered species.
- (d.) Tar ball reports to the beaches.

Any spill over 1 bbl. Require both VERBAL and FAX reports. This includes any (or potential) natural seepage or tar ball reports. Using the jurisdictional map for USFWS (see USFWS section in Hazmat binder for map), notify the appropriate office and personnel. For incidents offshore, determine the coastal county closest to the incident and notify the appropriate jurisdiction.

16. COASTAL COMMISSION:

Notify of any spills (chemical or petroleum), onshore or offshore, that are threatening, or have the **potential** to impact or are impacting the coastal and/or marine resources of California. This includes inland spills, which can flow into storm drains or creeks/rivers, and potentially impact the coastal and marine resources downstream (See notification chart below). **Spills over 1 bbl. (including sheen on water) follow up verbally. Office: (415) 904-5285 Office Fax: (415) 904-5400**

Do not phone at home between hours of 2100 - 0600.

Primary Coastal Commission Contact

DAYS	HOURS	TYPE OF SPILL	CONTACT	NUMBER
All	6 am to 9 pm	All those meeting criteria in notification chart below.	Ellen Faurot-Daniels	*Primary (office) (415) 904-5285 (numeric pager) (415) 201-5792 (home phone) [REDACTED]
	All	All those meeting criteria in notification chart below.	CCC Office	415-904-5400 (fax)

Secondary Coastal Commission Contacts **During business hours only

All Spills over 1 bbl: Allison Dettmer (415) 904-5205 Office if Ellen Faurot-Daniels cannot be reached.

All Spills over 1 bbl: Jamie Kooser (415) 904-5265 Office if Ellen Faurot-Daniels cannot be reached.

Coastal Commission Notification Chart

Type of Spill	No Notice Needed	Notify by fax only	Notify by fax and pager	Notify by fax, pager and in person
Oil, diesel or gas spills near or offshore coastal county:				
Less than 10 gallons		X		
10-200 gallons		X	X	
200 gallons or more		X		X
Small - medium sheen (less than 1 square mile)		X		
Large Sheen (larger than 1 square mile)		X	X	
Tarballs		X	X	
Sewage		X		
Treated water	X	X		
Drug waste	X	X		
Paint	X	X		
Chemicals		X		

17. SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION (BCDC): Notify of any spills, chemical, petroleum or otherwise hazardous or toxic spills, including sheen on water, that may affect the waters or the land areas surrounding San Francisco Bay. Specifically, notify on Spills involving the Counties of Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo or San Francisco, that affect or that threaten to affect the coastal and/or marine resources of San Francisco, San Pablo and Suisun Bays. This includes spills or sheens that occur:

- (a) In the waters of San Francisco, San Pablo, and Suisun Bays (collectively, "the Bay");
- (b) Within the 100-foot shoreline band inland from the Bay ;
- (c) In or near rivers, streams, drains, creeks, and sloughs that may flow into or that could otherwise affect the waters of the Bay or the 100-foot BCDC shoreline band. This includes the Napa River as far north as Napa, the Sacramento River as far east as Rio Vista, and the San Joaquin River as far east as Bethel Island;
- (d) In salt ponds, marshes, and mudflats that adjoin the Bay or that are in or near rivers, streams, drains, creeks, and sloughs that may flow into the Bay; and
- (e) Within 12 miles of the coastline outside Golden Gate, in Marin, San Francisco and San Mateo Counties.

Fax all Spills to: (415) 352-3606

For petroleum and hazardous materials spills, 1 bbl or over, 0800 to 2100; 7 days a week, page:
Linda Scourtis at (415) 253-1393, or;

- (a). If no response from pager during business hours, please call Linda Scourtis at:
[REDACTED]
- (b). If no response from pager after business hours and on weekends, call Linda Scourtis at home:
[REDACTED]
- (c). If no response within several hours, and the spill is significant, page the BCDC Executive Director, Will Travis, at: (415) 352-3653.

18. US DEPT. OF THE INTERIOR, OFFSHORE MINERALS MANAGEMENT SERVICE:

Notify of all offshore pollution incidents by fax. **Spills of over 1 bbl. follow up verbally.**

This includes any (or potential) natural seepage or tar ball reports.

Office hours: M-F 0700-1530 hours: Fax: (805) 389-7592 24 HR (805) 389-7775

Note: This number is transferred to an answering service after hours. Answering service has appropriate after hours contact information.

Alternate Contacts: (a). Phillip Schroeder, Office: (805) 389-7560

(b). Rishi Tyagi Hm: [REDACTED]

19. DWR:

Notify verbally of Spills in Water Projects, Canals, Viaducts, or **railroad spills along the Feather River in Plumas-Butte Co.** at the **24 HR Dispatch Center Phone: (916) 574-2716**

(a). Notify, verbally, **BUREAU OF RECLAMATION/NIMBUS DAM** of any spills in the Delta Mendota Canal. The Canal runs from Tracy Pumping Station, Alameda Co. to the Mendota Pool, Fresno Co. **Office Phone: 24 HR (916) 979-3002**

20. DIVISION OF OIL AND GAS: Notify via fax, reports of all spills from an oil or gas producing facility, well site (not refineries) or geothermal wells. See region list for county spill occurred in. **Notify verbally of any spill of production oil, gas, or produced water releases that occur offshore or within coastal counties of districts 1, 2, or 3.**

- (a). Oil Field
- (b). Pipeline
- (c). Offshore and island spills to Region 1.

NOTE: Spills in Santa Barbara Co. south of Montecito to Region 2.

21. **UC SANTA BARBARA** Notify verbally of any oil spill in the Santa Barbara Channel between Point Conception and the city of Ventura. **24 Hr Phone: (805) 893-3194**

22. NEVADA STATE EMERGENCY OPERATIONS CENTER (DEM)

Verbally notify of any hazardous material spills into the **Truckee River, Donner Lake, Lake Tahoe**. All spills, incidents or potential incidents that could effect these watersheds needs to be reported. Business hours Mon.-Fri. 0800-1700: **(775) 687-0300**

After hours duty will receive recording for Duty Officer or Nevada Highway Patrol, leave a message. If major spill, follow-up with NHP after duty hours at **(775) 687-0400**

Nevada Division of Environmental Protection (NDEP) 24 HR Spill Line (888) 331-6337
Fax 775-687-8335

23. **EMSA: Notify verbally** of a medical disaster that might be about to occur, is progressing, or has involved a significant number of people (**10** to hospital, **50** exposed, **200** evacuated). For details see memo under EMSA. Any incident involving less than the above should be faxed.

24 HR PAGER: (916) 535-3522 Fax: (916) 323-4898

24. **DEPT. OF TOXICS SUBSTANCE CONTROL (DTSC): Notify verbally** and via fax the DTSC Duty Officer of any spills that:

- (a). Involve the contents being carried by **tanker trucks**, on or off highway, not fuel spills from the saddle tanks.
- (b). Pipeline breaks exceeding **25 bbls.**
- (c). Release of any hazardous materials exceeding **1,000 gallons or 25 bbls.**
- (d). **All train derailments** (even if hazardous materials are not indicated).
- (e). **Chemical facility fires.**
- (f). Major Natural Disasters

Office hours: (916) 255-6504 Fax: (916) 322-4597 and (818) 551-2191

After hours: (See TOXICS Duty Officer Schedule in DOH Book).

25. STATE FIRE MARSHALS OFFICE:

(562) 497-9100 business hours

Business hours by Fax ONLY to Lakewood 562-497-9104 and Sacramento 916-445-8526

Notify via fax (Fax key 020 & 070 or Group Fax key #17)

After hours and holidays notify verbally in addition to faxing:

Primary Contact: Chuck MacDonald-Cell 1st, 661-809-7904, Home [REDACTED] if not available contact:

Linda Zigler Cell 1st, 650-400-6533, [REDACTED] if not available contact:

Bob Gorham Cell 1st, 818-419-0784, Home [REDACTED]

- (a). The State Fire Marshal's Office requires notification of all incidents involving jurisdictional pipelines regardless of spill amount. *Please see State Fire Marshal Reporting Guidelines for jurisdictional counties.*
- (b). Any **TRAIN DERAILMENT** in jurisdictional counties. *Please see State Fire Marshal Reporting Guidelines for jurisdictional counties and exceptions.*
- (c). Any report of a pipeline incident involving hazardous petroleum liquid.
- (d). Any landslide in a jurisdictional county. *Please see State Fire Marshal Reporting Guidelines for jurisdictional counties.*
- (e) **If for Santa Fe Pacific Pipeline at Chino Terminal Butte Co. contact APCD 24 hr Voice Mail at 916-891-2882**

26. DEPT. PESTICIDE REGULATION:

Notify of any spill involving **Insecticide, Pesticide, and Herbicide.**

Fax copy of spill to: **(916) 445-3907**

Enforcement Office: (916) 324-4100

After hours use Food & Ag. phone list roster by district in the emergency phone list log.

Fertilizer spills do not need to be reported to Food and Ag. or Dept. of Pesticide Regulation

27. EAST BAY REGIONAL PARK DISTRICT: Notify of any spill involving the shoreline of Alameda and Contra Costa Counties. For INLAND spills notify if spill is known to be within East Bay Regional Park District jurisdiction

24 Hr Dispatch: (510) 881-1833

Fax: (510) 538-7743

28. CAL FIRE / DEPARTMENT OF FORESTRY: Notify of any spills in their area of interest.

24 Hr number: (916) 845-8680 Note: This number goes to CAL FIRE upstairs, after hours it goes to the Duty Officers cell phone.

Alt# (916) 327-3063 Duty Chief

29. Large Passenger Vessel or Oceangoing Ship: In the event the CSWC receives a spill/release report from a large passenger vessel or oceangoing ship (defined as a vessel carrying or capable of carrying ballast water) of hazardous waste, other waste, sewage sludge, oily bilgewater, or graywater (*graywater is galley, bath, and shower water, as well as wastewater from lavatory sinks, laundry, interior deck drains, water fountains, and shop sinks.*) into the marine waters of the state or a marine sanctuary. **The ENC will make notifications to the State Water Resources Control Board and the Department of Fish and Game immediately, but not longer than 30 minutes, after receiving the notification.**

30. Any OUT OF STATE notification on a hazardous incident must be called into the county or counties that will be affected by the incident. Example: Nevada State Emergency Services calls on incident in El Dorado County, we must notify El Dorado County OES/PSAP.

31. Notify ANY OTHER AGENCY as required.

RAILROAD & DERAILMENTS:

General Guidelines for Train Derailments

1. If cars derail upright and no other problems involved: Fax EPA, DTSC, PUC, & SFM. Verbally notify EPA & DTSC.
2. If cars are overturned: Verbally notify and fax: EPA, DTSC, PUC, & SFM (see SFM reporting guidelines for notification in jurisdictional counties).
3. If cars are overturned and leaking or releasing vapor: Verbally notify and fax: EPA, PUC, DTSC, DHS, EMSA, OSPR & SFM (see SFM reporting guidelines for notification in jurisdictional counties). If a **waterway** is involved add State Lands and RWQCB to this list. Verbally notify DOG & SFM anytime a pipeline is involved.

Tank cars are never completely empty, even if said to be. Always ask the reporting party what the last product carried was.

WARNING CONTROLLER PROCEDURES:

1. STATE PUBLIC UTILITIES COMMISSION (PUC): Notify verbally and via fax.

- a. Major Hazardous Material Spills/releases in a railroad right of way or from a derailment
- b. Multiple death grade crossing accidents.
- c. Major derailments.
- d. Major collisions.
- e. Bridge failures.
- f. Accidents/incidents involving railroad employees with serious or fatal injuries will require notification.

All other reports received regarding railroad accident/incidents will be faxed to the San Francisco Office.

SKYPAGE: (800) 759-8888 PIN #2026908 Fax: (415) 703-1891

2. STATE FIRE MARSHALS OFFICE:

Notify verbally and via fax, (Fax key 020 & 070 or Group Fax key #17)

After hours and holidays call in addition to faxing.

Any **TRAIN DERAILMENT** in jurisdictional counties. *Please see State Fire Marshal Reporting Guidelines for jurisdictional counties and exceptions.*

NOTE: For after hours verbal notification please see call out list dated 05/01/06.

The primary after hours contact is Chuck MacDonald.

3. EPA: Notify verbally and fax of any train derailment.

EPA San Francisco 24 Hr Spill Phone: (800) 300-2193 Opt. #3 or (415) 227-9500

4. DEPARTMENT OF TOXICS SUBSTANCE CONTROL (DTSC) - Notify verbally and via fax, the DTSC Duty Officer of:

All train derailments (even if hazardous materials are not indicated).

Office hours: (916) 255-6504 Fax: (916) 322-4597 and (818) 551-2191

After hours: (See TOXICS Duty Officer Schedule in DOH Book).

5. OES FIRE DUTY OFFICER (FDO):

Train derailments involving any Fire & Rescue Mutual Aid, Hazmat, or entrapment of crew or passengers.

6. PLACER COUNTY SHERIFF'S OFFICE:

Notify verbally, of all Train Derailments in Placer County.

7. BUTTE COUNTY AIR POLLUTION DISTRICT (APCD):

Notify verbally of any incidents occurring at the Santa Fe Pacific P/L Chico Terminal. 24 Hr number: **(916) 891-2882.** Leave message on recorder after duty hours.

8. DWR: Notify verbally, of Spills in Water Projects, Canals, Viaducts, or **railroad spills along the Feather River in Plumas-Butte Co.** at the **24 HR Dispatch Center Phone: (916) 574-2716**

9. Any law enforcement agency that responds to a rail incident is required to report it to the CSWC. Therefore, if a spill report has already been created, a spill update will be completed which includes the **agency, date, and time**, that they responded. Ensure that all update information is the same as on the original report. Be sure to note any discrepancies between the original report and updated information from the law enforcement agency. Fax the update to the Public Utilities Commission (PUC). No further action is required unless information falls into parameters requiring other notifications.